2 December 1953

MEMORANDUM I	OR:	

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SUBJECT:

Personnel Functions in an Area Division.

- 1. Reference is made to our lengthy meetings in which we have jointly developed a statement of personnel functions which we feel would be proper delegations of responsibility to the Personnel Group within an operating office such as a DD/P Area Division.
- 2. I am attaching ten copies of the statement of functions we have developed. I feel that acceptance of these functions by DD/P will serve to clarify the position of the personnel people in the Area Divisions. To my knowledge no statement such as this has been developed in the past and we have found the absence of such a statement of functions makes it difficult to classify positions in the DD/P area on an overall basis. I am sure that job descriptions based on this overall statement of functions will not only be of benefit to the operating offices concerned, but will serve as a standardization process which we have long considered highly desirable in defining the scope and complexity of the personnel functions performed outside of the Personnel Office.
- 3. We appreciate the opportunity to collaborate with you on this task which we view as highly beneficial to all concerned.

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Acting Personnel Director

Attachments (10)

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACH